

General Services Administration
All Applicant Data Report
Announcement Number: 21FASB127TSMP
Position Title: Contract Specialist
Staging Area Number: SA-GSA-0001
Name: ERIN TAYLOR

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Document Name: USJOBSResume

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EMPLOYMENT

Contracting Officer, Unlimited Warrant, C-130 USAF Contracting Section (AFLCMC/WLNKA), Robins Air Force Base, December 2019 – present (40 hour work week)

- Processed 60 contract actions totaling \$125M
- Worked with FFP, CR, and T&M pricing arrangements on a variety of service and supply contracts for commercial and non-commercial items ranging from below SAT to \$1.4B and administered those efforts
- Served as lead Contracting Officer managing various contracts for C-130J sustainment support with two Contract Specialists
- Currently working to award two commercial single award IDIQ contracts for NP2000 propeller production and repair services totaling \$909M
- Validated and obligated performance and cost incentive fee payments for C-130J sustainment contract
- Awarded \$9.8M order for C-130 Engineering Requirements Review based on competitive solicitation under GSA OASIS Small Business multiple award IDIQ
- Awarded two UCAs at \$2.3M each for urgent C-130J repairs, definitized first UCA in 47 days and on schedule to definitize second UCA in 43 days

Contracting Officer Team Lead, Unlimited Warrant, Electronic Warfare Contracting Branch (AFLCMC/WNKD), Robins Air Force Base, October 2016 – December 2019 (40 hour work week)

- Processed 147 contract actions totaling \$412.2M
- Worked with FFP, CR, and T&M pricing arrangements on a variety of service and supply contracts for commercial and non-commercial items supporting USAF and FMS ranging from below SAT up to \$492M and administered those efforts
- Served as team lead managing various contracts for five radar warning receiver systems, four lab support efforts, and one contract with a University Affiliated Research Center with one limited warrant Contracting Officer and three Contract Specialists
- Managed workload for my team and managed personnel actions such as leave reporting
- Served as acting supervisor during Branch Chief's vacancy from Jul – Oct 2019 while simultaneously performing all Contracting Officer duties
- Awarded two UCAs supporting urgent radar warning receiver modifications
- Briefed contracting portions of ESIS and ASP reviews to PEO for multiple efforts
- Awarded ten year engineering services IDIQ to a University Affiliated Research Center with a total contract ceiling of \$492M in less than 130 days from solicitation to award

Contracting Officer, Unlimited Warrant, C2ISR Air Platforms and Sensors Contracting Section (AFLCMC/WIKBA), Robins Air Force Base, January 2016 – October 2016 (40 hour work week)

- Processed 20 contract actions totaling \$16.5M
- Worked with FFP and CR pricing arrangements on a variety of service and supply requirements ranging from below SAT up to \$102M and administered those efforts

- Served as lead Contracting Officer for F118-101A Engines, AN/ALQ-221 Electronic Warfare Suite, and avionics support and sustainment contracts applicable to the U-2 platform as well as U-2 specific spares with one Contract Specialist
- Awarded \$9.5M UCA to avoid loss of coverage for U-2 engines support and sustainment
- Obtained SAF/AQ approval for J&A document for \$102M IDIQ contract

Contracting Officer, Unlimited Warrant held since June 2014, \$10M Warrant held May 2013 – June 2014, Fixed Wing SOF/PR Contracting Section (AFLCMC/WIUKA), Robins Air Force Base, October 2010 – January 2016 (40 hour work week)

- Processed 125 contract actions totaling \$69.6M
- Worked with FFP, CR, and T&M pricing arrangements on a variety of service and supply requirements ranging from below SAT up to \$79M and administered those efforts
- Served as lead contracting officer for AC-130W and AC-130J workload with three Contract Specialists
- Prepared responses to two small business size and status challenges and two GAO protests received on \$11M award
- Issued a notice of partial termination for convenience and advised the small business contractor as to the methods available for settlement proposal preparation
- Served as Past Performance Evaluation Team Chair for \$17M source selection

PK Executive Assistant WRALC/PK, Robins Air Force Base, March 2010 - October 2010 (40 hour work week)

- Participated in In-Sourcing team to identify contracts meeting the requirements for conversion from outsourced to organic work
- Facilitated responses to suspense taskings and Congressionals for WR-ALC
- Managed collection of metrics on UCAs for WR-ALC
- Compiled data on services contracts for Congressional reporting in excess of 3,500 rows of Excel spreadsheet data
- Maintained status of closeout requirements for WR-ALC during FY 2010

Contract Price/Cost Analyst WRALC/PKCF, Robins Air Force Base, July 2009 - March 2010 (40 hour work week)

- Negotiated six cases from a combined proposed total of \$22.4M down to combined negotiated total of \$19.1M
- Utilized procurement history, field reports, indices, DCMA and DCAA reports to establish Government objective for negotiations
- Assisted with source selection pricing activities including strategy meetings and spreadsheet review and completion
- Identified and corrected \$300M error in a source selection spreadsheet developed by the Government to calculate total evaluated price

Contract Specialist, C-17 Contracting Branch (ACSG/GFKAA), Robins Air Force Base, January 2006 - June 2009 (32 - 40 hour work week)

- Processed 113 contract actions totaling \$10.8M
- Worked competitive and sole source, commercial and non-commercial acquisitions ranging from below SAT up to \$5M for supplies and administered those efforts
- Educated many small business owners on the requirements of Government contracting (consulting FAR, contractor registration sites, and correctly completing solicitation)
- Worked extensively with contractors to resolve administrative issues including data questions and shipping/billing issues and issued contract modifications as necessary

EDUCATION

Bachelor of Science in Business and Information Technology-Accounting

Macon State College, Macon, Georgia, December 15, 2006

Graduated Magna Cum Laude with a GPA of 3.84 on a 4.0 scale

TRAINING

Achieved DAWIA Level I Certification in Contracting - 15 August 2008

Achieved DAWIA Level II Certification in Contracting - 20 August 2009

CON 110 Mission Support Planning – 9 Jul 2007

CON 111 Mission Planning Execution – 26 Jul 2007

CON 112 Mission Performance Assessment – 10 Aug 2007

CON 120 Mission Focused Contracting – 8 Aug 2008

CON 214 Business Decisions for Contracting – 18 Sep 2008

CON 215 Intermediate Contracting for Mission Support – 16 Apr 2009

CON 216 Legal Considerations in Contracting – 24 Dec 2008

CON 217 Cost Analysis and Negotiation Techniques – 26 Jun 2009

CON 218 Advanced Contracting for Mission Support – 7 Aug 2009

CON 360 Contracting for Decision Makers – 30 Jun 2017